

This handbook is intended as a guide for policies, benefits, and general information to assist the library employee. Initial policies are a result of work done on behalf of the staff by the Personnel Policy Manual Committee

These policies and guidelines should not be construed as a contract nor terms of an employment contract, and the library may change, modify, suspend, interpret or cancel in whole or in part the provisions in this manual at any time. No director, assistant director, manager, supervisor or other library employee may imply or offer a contract of employment or otherwise alter the policies of this manual.

As an employee of this library, you should be familiar with the contents of this manual and any amendments. This manual is for your reference, and will be maintained by your department supervisor with any future amendments.

Any question relating to personnel policy interpretation should be directed to your supervisor.

You, as an employee of the library, have no commitment to serve for any designated period of time, and you may terminate your employment at any time subject only to minimum notice requirements provided in this manual. By the same token, the library may suspend or terminate your employment at any time, whether for disciplinary reasons or not.

The library is an equal opportunity employer and as such, affords equal employment opportunities to all applicants and employees regardless of age, race, color, religion, sex, disability, national origin or ancestry and conforms to all applicable laws and regulations.

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Section: DEFINITIONS

Effective Date: May 21, 1997, (Revised 11/20/02)

PROFESSIONAL/MANAGERIAL (Exempt)

A staff member with a Master of Library Science degree with appropriate responsibilities and/or other staff members who hold positions that entail management and supervisory responsibilities.

FULL-TIME EMPLOYEE

Any employee scheduled for 40 hours of work in a work week, excluding lunch breaks.

PART-TIME EMPLOYEE

Any employee scheduled for a minimum of 20 hours per week, but not more than 39 hours per week in a permanent part-time position.

HOURLY EMPLOYEE

Any employee regularly scheduled for fewer than 20 hours per week and is not eligible for employee benefits.

WORK DAY

The number of hours an employee is scheduled to work on any given day.

WORK WEEK

The work week will commence on Sunday at 12:01 A.M. and will end on Saturday at 12:00 midnight. Staff may not be scheduled for or receive credit for more than 40 hours per work week.

Section: SCHEDULE

Effective Date: May 21, 1997, (Revised 11/28/01), (Revised 01/16/02), (Revised. 6/21/06)

WORK SCHEDULE

Library staff may expect to receive a regular schedule of the time they are expected to work. The area supervisor will determine the work schedule for all employees under his/her supervision, as necessary to maintain service to the public or in other units of the library. Approval of work schedule changes must be made by the supervisor to whom the employee is responsible.

STARTING TIME

When the work schedule is established with the supervisor, the starting time for the daily work schedule should be communicated to the employee. Employees are expected to begin work at the scheduled time. If something occurs to prevent an employee from arriving at the time scheduled, the employee must notify the supervisor as soon as possible, preferably before the employee normally reports to work.

TARDY POLICY

All employees are required to report to work punctually. Excessive tardiness disrupts the quality of service provided to the public and will not be tolerated. Non-exempt staff arriving to work more than seven minutes late will be considered tardy. Non-exempt staff with more than four tardies in any three consecutive month periods will be subject to disciplinary action up to and including dismissal. Non-exempt staff subject to disciplinary action for tardiness will have two missed clock-ins in any three consecutive month period count as one tardy.

LUNCH/DINNER PERIODS

Lunch or dinner breaks consist of a half-hour period or, as otherwise scheduled on a regular basis. An employee does not receive pay for lunch or dinner break time. No work should be performed during this period. If, due to the press of business, an employee cannot take a full lunch period, management should be immediately notified. Normally a lunch or dinner break is scheduled for any work shift of six hours or more. Supervisors will be responsible to ensure all staff members receive appropriate breaks.

Section: SCHEDULE

Effective Date: May 21, 1997

REST PERIODS/BREAKS

Personnel assigned shifts of four (4) to six (6) hours are entitled to one (1) fifteen minute rest period. Personnel assigned shifts of seven (7) or more hours are entitled to two (2) fifteen minute breaks.

Rest periods may not be added together to make one (1) thirty minute break, nor can rest time be added to lunch/dinner break, or used to postpone the employee's arrival time or hasten departure time. Rest periods may not be used to make up time missed from regularly scheduled working hours, or used in lieu of vacation time.

Supervisors will be responsible to ensure that staff will receive appropriate breaks.

Section: PAY STATUS

Effective Date: May 21, 1997, (Revised 11/28/01), (Revised 12/19/01), (Revised 11/16/05) (Revised 9/16/09)

PAY DAY

Paychecks are issued by the library on the last day of the month. Credit will not be extended to staff against their monthly pay.

When the last day of the month falls on a Saturday, Sunday, or a Monday holiday, checks will be placed in staff mailboxes at 9:00 A.M. on the Friday before the last day of the month.

TIME CLOCK

Employees should clock in and out with the time clock as close to their scheduled work time as possible. If employees forget to clock in or out, they should immediately notify their supervisor so their time can be manually recorded on the time clock system. Supervisors will enter leave time and will check work schedules against the time clock entries before the payroll process begins on the 24th of the month.

DIRECT DEPOSIT

Olathe Public Library employees will be compensated via direct deposit. Employees who fail to designate a checking or savings account in which to have funds deposited will receive their compensation via a payroll card.

GARNISHMENT OF AN EMPLOYEE'S WAGES

The library will follow both federal and state laws that govern garnishments. Garnishment deductions from an employee's paycheck will be noted as "Special" on the paycheck stub.

Section: PAY STATUS

Effective Date: May 21, 1997, (Revised 11/28/01)

OVERTIME/COMPENSATION TIME

Overtime work is generally discouraged for library employees. Non-exempt classified employees shall not work overtime hours without prior approval by their department supervisor or their designee. Overtime only applies to those working more than 40 hours per week. It is the responsibility of department supervisors and their designees to limit overtime work whenever feasible. Any employee who works overtime hours without authorization will be disciplined. Part-time employees are authorized to work the hours scheduled by their supervisor and will be disciplined if they work beyond their scheduled hours. Overtime will not be paid if working beyond their regular schedule.

The library director shall designate, for the purpose of eligibility for overtime payments, all library classified positions as either “exempt” or “non-exempt” under the guidelines promulgated by the United States Department of Labor and the provisions of the Fair Labor Standards Act.

Non-exempt

Computation of hours worked for purposes of determining overtime hours will not include hours paid but not worked. Employees classified as non-exempt, who actually work beyond the standard 40-hour work week, must be granted compensatory time-off at the rate of 1 ½ hours off for each hour worked beyond 40, in a given work week. Compensatory time-off shall be taken by the end of the pay period following the pay period in which it was earned. Under special circumstances, the library director may grant an exception to the compensatory time-off accrual limitation in consultation with the department supervisor. Such exceptions must be requested in writing. Accrued overtime and/or compensatory time must be paid-off to an employee upon their termination from employment.

Exempt

Employees classified as exempt, due to the nature of the work they perform, are not eligible for overtime payments or compensatory time off. Under very special circumstances, exempt employees may be paid overtime for hours worked beyond 40 in a given work week, at the discretion of the department supervisor, after consultation with and approval by the library director. Such overtime payment shall be paid at the rate of 1 ½ times the regular hourly rate of pay. If an inordinate number of hours are worked beyond an exempt employee’s normal work schedule in a work week, the employee may be awarded flexible time off at the rate of one hour, or less. This time-off is at the discretion of the department supervisor, after consultation with and approval by the library director, and should be utilized as soon as possible by the exempt employee, should not be documented as compensatory time, nor should it be accrued.

Section: PAY STATUS

Effective Date: May 21, 1997, (Revised 11/15/00), (Revised 11/28/01), (Revised 05/21/03)

HOLIDAYS

Holidays which the library shall be closed and which full and part-time (20 hours per week or more) staff will receive a paid holiday are:

- | | |
|-----------------------|------------------------------------|
| New Year's Day | Thanksgiving Day |
| Easter | Christmas Eve, December 24 |
| Memorial Day | Christmas Day, December 25 |
| Fourth of July | New Year's Eve at 3:00 P.M. |
| Labor Day | |

The library will be closed the Sunday preceding Memorial Day and Labor Day. If a closed holiday falls on a Saturday or Sunday, other than Memorial Day or Labor Day holiday, staff not regularly scheduled to work on these days will receive time off within that pay period according to full or part-time status. This time must be scheduled in advance of the holiday with the employee's supervisor. Full-time staff will receive 8 hours, 30-39 hours per week 6 hours, and 20-29 hours per week 4 hours. The library board may choose to make special arrangements for library closing in the event a commonly recognized major holiday such as Christmas or the Fourth of July falls on either a Saturday or Sunday.

Full-time staff will receive 8 paid holidays (8 hour days), as designated above plus 2 hours on New Year's Eve. If employed in a full-time position on the first day of a quarter, staff will receive one floating holiday, which may be used with reasonable notice, anytime during that quarter. Holiday time unused by December 20th does not accrue.

Part-time staff will receive 8 paid holidays plus New Year's Eve on a prorated basis. Holiday time unused by December 20th does not accrue.

	Holidays	New Year's Eve
Part-time 30 - 39 hours:	6 hours	1 hour. 30 min.
Part-time 20 - 29 hours:	4 hours	1 hour

Hourly- staff who are regularly scheduled to work less than 20 hours per week receive no paid holiday benefits.

Section: PAY STATUS

Effective Date: May 21, 1997

LIBRARY CLOSING DUE TO INCLEMENT WEATHER/POWER FAILURE

The library does not close due to weather/power failure unless the library director determines that such a condition impinges on the safety of employees, customers and/or the building. The library director may delay opening and/or close early based on safety concerns. The determination of delayed opening, early closing or complete closing will be decided on a day-to-day basis.

If the decision is made to open late, to close early or to close for an entire day due to inclement weather/power failure, staff told not to come to work or staff asked to go home will receive pay for hours closed. For example, if the library closes at 2:00 P.M. and an employee is scheduled to work until 5:00 P.M., that employee will be paid for those three hours. However, if an employee has previously unscheduled himself/herself for any reason on the same day, that employee will not receive pay for any closed hours due to bad weather/power failure. For example, if an employee has called in sick or is on any type of leave (vacation, holiday, compensation time, conference, compassionate leave, family medical leave, lost time, religious), that employee will not receive pay for any closed hours. If an employee has scheduled a day consisting of both leave and work, any work hours that are affected by a sudden closing will be paid. Leave time as previously planned will be applied.

Employees who miss work due to weather conditions (ex. decide not to drive in bad weather) while the library is opened may apply vacation leave to time missed or forfeit pay.

The library normally remains open during short and infrequent power failures. If a power failure occurs during the day, the library director may make the decision to close the library to the public while staff remains. If the power failure occurs after dusk, a thirty minute limit will be imposed and the person-in-charge will contact the library director or available supervisors for a decision. All employees working at the time of a power failure and subsequent closing will be compensated/paid for scheduled hours not worked.

When the decision is made to close the library during regular hours of operation, all customers will be asked to vacate the premises. The director or person-in-charge may contact the police for assistance in escorting people from the building.

Section: BENEFITS

Effective Date: May 21, 1997, (Revised 9/15/99), (Revised 01/03/00), (Revised 4/18/01), (Revised 01/16/02), (Revised 12/18/2002), (Revised 12/17/03), (Revised 12/21/2005), (Revised 4/19/06), (Revised 01/21/09) (Revised 10/21/2009)(Revised 02/18/15)

KPERS

KPERS (Kansas Public Employees Retirement System) membership is mandatory for employees working twenty or more hours per week. KPERS offer retirement, disability and life insurance benefits through employer and employee contributions. Both the library and the employee contribute to KPERS each month through the library's payroll service.

DEFERRED COMPENSATION

The library offers a deferred compensation plan through Nationwide Retirement Solutions. The 457 Deferred Compensation Plan is a way for employees to save pretax dollars. Employees may deduct a certain amount of money (based on federal guidelines) from their paycheck that will be forwarded to Nationwide Retirement Solutions to be credited to the employee's custodial account. These accounts are based on mutual funds offered through Nationwide Retirement Solutions. All employees may take part in the deferred compensation plan. The library will match up to \$80 per pay period for full-time employees enrolled in the deferred compensation plan. The library neither endorses nor assumes liability for these programs.

LONG TERM CARE INSURANCE

Full-time employees are eligible to enroll in the City of Olathe's long-term care insurance plan. The library pays for basic coverage that provides \$1000 per month for three years. Eligible employees may expand upon this coverage. Additional coverage is paid out of the employee's monthly paycheck.

COBRA

Health and dental insurance coverage may also be temporarily continued when an enrolled employee leaves the library. Based on federal law (COBRA), former employees (unless dismissed for gross conduct), widows, divorced spouses, dependent children and spouses of Medicare-eligible employees may be carried for a limited time by the employer; however, the monthly premium is paid in full by the former employee. Please contact the City of Olathe, Human Resources Department, for further information.

Section: BENEFITS

Effective Date: September 15, 1999, (Rev 01/16/02), (Rev 12/18/2002), (Rev 12/17/03), (Rev 12/21/2005), (Rev 01/21/09) (Rev 11/20/2013)

HEALTH PLAN

All full-time employees of the library are also eligible to enroll in the City of Olathe's health plan with various options including a dental plan. Library employees may enroll in any of the following plans which offer single or family coverage.

Rates for 2015

Consumer Involved Plan	Employee Costs	Employer Costs	Veba Deposit	HRA Participation Credit
Individual	\$32.00	\$395.02	\$100.00	\$20.00
Employee + Spouse	\$181.00	\$790.06	\$175.00	\$20.00
Employee + Child	\$159.00	\$691.30	\$150.00	\$20.00
Family	\$244.00	\$1125.84	\$200.00	\$20.00
PPO	Employee Costs	Employer Costs		
Individual	\$70.00	\$295.02	NA	\$20.00
Employee + Spouse	\$257.00	\$790.06	NA	\$20.00
Employee + Child	\$233.00	\$691.30	NA	\$20.00
Family	\$339.00	\$1125.84	NA	\$20.00
Delta Dental				
Individual	\$10.24	\$16.72		
Employee + Spouse	\$26.30	\$46.14		
Employee + Children	\$29.20	\$65.84		
Family	\$36.84	\$102.02		

Contributions for dependent health/dental coverage are deducted monthly from employee paychecks.

Effective January 1, 2010, part-time employees will no longer be eligible to receive group medical and/or dental benefits. Part-time employees are defined as those employees who work fewer than 40 hours per week. This plan amendment has no effect on employees currently enrolled in group medical and/or dental plans.

Section: BENEFITS

Effective Date: May 21, 1997, (Revised 09/15/99), (Revised 01/1/2006)

SECTION 125 CAFETERIA

The library offers a Section 125 Cafeteria Plan that allows employees to use pretax dollars to pay for common out-of-pocket medical expenses and childcare costs. The library and the library's payroll service company work with eligible staff (employees working twenty or more hours per week) to establish this benefit on an annual basis.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program provides confidential professional assistance to help employees and their family members to resolve problems that affect their personal lives and, possibly, job performance. Problems commonly handled include marital difficulties, parent-child relationships, alcoholism, drug addiction, stress, etc. The program is confidential and can be used by calling professional counselors directly. The fee for the Employee Assistance Program is paid 100% by the library for full and part-time staff members.

Section: STAFF

Effective Date: May 21, 1997, (Revised 06/20/07)

STAFF CONDUCT

The library staff shall show impartial and courteous service to all persons using the library and no distinction between library users shall be shown because of age, race, color, religion, sex, disability, national origin or ancestry. As a staff it should be remembered that we project the library's image to the individuals we assist. All library users have the right to expect the best service possible regardless of the request. If you are indifferent or have a superior attitude, you threaten the good will that other staff has created throughout the years. Remember that the library users fund all services, and all jobs that exist in the library do so through taxpayer support.

Some specifics to follow are:

- Staff should not gather in groups and engage in personal conversation while leaving library users to search out assistance. Do not keep a customer waiting for your services and attention. Be at the station assigned to you and be alert to customers needing assistance. Ask the customer whether he/she needs your help. Avoid being immobile in your assistance.
- No employee should ever do school assignments, work on class papers, or do work that is for another job while on duty at the library. Recreational reading is not to be done while at work. Staff who find themselves without sufficient work should check with their supervisor for additional tasks.
- Staff members not on duty should avoid distracting from the work of other employees by attempting to carry on personal conversations or to involve them in non-work activities.
- Eating, drinking and smoking are not permitted in library areas which are open to the public during service hours.

Section: STAFF

Effective Date: May 21, 1997, (Revised 06/20/07)

STAFF CONDUCT Continued

- It is the responsibility of library staff to acquaint users with tools of the library, such as the on-line catalog, reference materials, etc. In this way the public is provided with the knowledge needed for self-service when they so desire. It is also the responsibility of library staff to provide assistance when the user needs it. Pointing a finger in the general direction of the desired material should be avoided in favor of actually escorting the customer to the location when possible.
- If a staff member is unable to find the information or material which the user wants, the staff member should seek out assistance from any other staff who may be helpful to the user. The staff member should take the user directly to the person who can assist them best.
- Negative answers should be avoided when more effort may provide another source or service which can provide the desired information. Information networking and community referrals should be made whenever needed. All possible sources of information should be exhausted before telling a user we are unable to help them.
- Staff members should consider the customers' point of view on why they choose to come to the library. The customer must consider the library visit important enough to take time away from other possible activities. Staff should remember that while they are in comfortable and familiar surroundings, library users may be unfamiliar with the library and strange to the library atmosphere. Staff may help customers by greeting them promptly, pleasantly, and courteously, and by treating their requests sympathetically.
- Always treat customers with a positive attitude and demeanor.
- Ignoring these guidelines could lead to a staff member's eventual dismissal.

Section: STAFF

Effective Date: May 21, 1997, (Rev. 11/20/02), (Rev. 02/15/06)

DRESS CODE

Employees and volunteers should strive to project a professional and positive image. All employees and volunteers are expected to be neat, well-groomed, and to wear suitable clothing. Library pages are allowed to wear headphones in public service areas with certain restrictions.

These guidelines are provided so each employee and volunteer will project a favorable impression to the public. The following guidelines list items which are prohibited:

- Clothing soiled and/or in need of repair.
- Sweat pants, sweat suits, and running suits.
- Any clothing with suggestive, obscene or inappropriate printing and/or graphics deemed unacceptable by the departmental supervisor and/or the library director.
- Any headgear such as ball caps, hats, scarves, etc., worn by both men and women. Exception is headgear that is used as part of a special library promotion or program or for a religious observance.
- Halter tops, tube tops, tank tops, strapless tops, tops with thin straps, plunging necklines and/or backs and see-thru clothing. Bare midriffs are unacceptable.
- "Cut-off" jean shorts, running shorts, short-shorts and spandex. However, hemmed or rolled denim shorts, culottes, and "skorts" are acceptable, if they are knee-length.
- Pants/slacks/jeans should be hemmed and worn at an appropriate length. Undergarments are to be worn so that they are completely covered by clothing.
- Portable music devices in public service areas.

Enforcement of the dress code is the responsibility of each departmental supervisor and/or the library director. Failure to dress appropriately will result in corrective action and staff may be asked by the departmental supervisor and/or the library director to change clothes before continuing their scheduled work hours.

Section: STAFF

Effective Date: December 18, 2013

IDENTIFICATION BADGES

All library employees will be issued and must wear and visibly display a photo identification badge as provided by the library. Library employees are required to wear their ID badge while working in either building or when representing the library off site. ID badges are to be prominently worn so the photo is clearly visible to others.

Library employees who fail to wear their ID badge when working in either building or when representing the library off site will receive a verbal warning. Library employees with four warnings in any 3 consecutive month period will be subject to disciplinary action up to and including dismissal.

Section: STAFF

Effective Date: May 21, 1997, (Rev. 12/16/98), (Revised 9/15/99), (Rev. 01/18/06)

FAMILY VISITS

It is not unusual or prohibited for family members of employees to visit a related employee at the library. Visits should be conducted away from public view and completed in brief fashion. Dependent children of employees are not to be brought to the library for long periods of time while the parent/guardian is working. Public and office areas are not to be used for any care provision. In the case of an emergency, the employee will need to receive permission from the respective supervisor for any change in schedule or routine arrangements.

NON-HARASSMENT POLICY

Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. It will, therefore, constitute a violation of library policy for any employee or *non-employee* to engage in any form of harassment based upon age, race, color, religion, gender, disability, national origin or ancestry. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive atmosphere is prohibited.

The Olathe Public Library will not tolerate harassment in any form. *This includes:*

1. *Manager to subordinate (quid pro quo)*
2. *Peer to Peer*
3. *Third Party*
4. *Hostile Environment*
5. *Non-employee to employee*
6. *Customer to customer*

In regard to sexual harassment, no employee shall threaten or imply that another employee's refusal to submit to sexual advances will adversely affect the employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to having job action taken against him/her.

Section: STAFF

Effective Date: May 21, 1997, (Rev. 12/16/98), (Rev. 01/18/06)

NON-HARASSMENT POLICY Continued

No employee or non-employee may sexually harass a library employee, volunteer, or customer. Sexual harassment includes the following conditions:

1. Submission to the conduct as an explicit or implicit term or condition of employment.
2. Submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting the person.
3. The conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Harassment of any kind should be reported immediately in writing with date, location, and names of individuals involved to a supervisor, security guard, or person-in-charge. A copy of this report will be given to the library director. Should harassment activity be found to have occurred by an employee, such activity will not be tolerated and disciplinary action, up to and including dismissal, of employees who violated this policy may occur.

Should harassment activity be found to have occurred by a non-employee, the library will thoroughly investigate and report the incident to the proper authorities.

If, after investigation by the library director, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to the library board.

In its effort to prevent discrimination or harassment of any kind, the library will maintain an open-door policy. All complaints will be investigated promptly and discreetly.

Section: STAFF

Effective Date: May 21, 1997

SUBSTANCE ABUSE

The library wishes to maintain a safe and healthy work environment for all of its employees. The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or illegal intoxicants or controlled substances by employees at any time on library premises, in library vehicles or while on library business, is prohibited. Employees must not be on library property or operating a library vehicle while under the influence of any alcoholic beverage, marijuana or illegally obtained drugs, narcotic or other controlled substance.

The library reserves the right to implement a drug screening program for persons currently employed by the library based upon reasonable suspicion of illegal drug use by any such employee. If the test results reveal that the employee was under the influence of illegal drugs or alcoholic beverages or controlled substances in the scope of his or her employment, the employee is subject to discipline up to and including discharge. The refusal by any library employee to submit to a properly requested drug test may result in discipline up to and including discharge.

NON-SMOKING POLICY

Smoking is never allowed in either public areas or staff work areas of the library.

STAFF IN BUILDING DURING NON-SERVICE HOURS

Only library staff who have been issued a key and security code are eligible to be in the building alone at times other than regularly scheduled work hours when the building is closed to the public. Staff should not routinely enter the building during non-operational hours without notifying their supervisor.

STAFF DAY

For one day each year the library will close to hold in-service and planning sessions for the library staff. This day will be predetermined by the library director. Staff Day should be viewed as an opportunity for all library staff to participate as a group in staff development, planning, and communication.

Section: STAFF

Effective Date: May 21, 1997, (Rev. 02/15/06)

STAFF DEVELOPMENT/CONFERENCE-TRAVEL POLICY

The purpose of staff development, workshops, continuing education, etc. is for staff to gain educational experience, knowledge and basic skills relevant to the work of library staff. Conferences, workshops and other meetings attended by a staff member either should be related directly to the staff member's position and library activity or to the fulfillment of professional responsibilities with regard to state and national library associations. Continuing education also includes in-service training sponsored by any number of sources.

Conference/Meeting Leave Time: Full-time staff members will be allowed up to ten (10) days leave per year to attend approved conferences, workshops, and other meetings. Part-time employees will be allowed a prorated number of days leave per year directly related to their position. The prorate will be based on the same formula used to determine vacation and sick leave, with 20-29 hours per week staff receiving up to five (5) days per year and 30-39 hours per week staff receiving seven and one-half (7.5) days per year. Temporary, probationary, and staff working less than 20 hours per week are not eligible for paid conference leave.

If a staff member is requested to attend a meeting by the library administration as a representative of the library, the time required for attendance will not count against the staff member's conference leave time. Also, in those instances where the meeting is considered to be a requirement of the staff member's job, the time required for attendance will not count against the staff member's conference leave time.

Should a staff member not have enough conference leave to cover requested time off, vacation leave, upon approval of the employee's supervisor, may be used.

The number of staff members absent for conferences, workshops, and meetings should not be so great as to put undue burden upon the remaining staff. Departments should request assistance from other departments in staffing should there be a meeting which requires a large attendance from one area. Supervisors are responsible for the scheduling of departments during conferences and will coordinate reciprocating time loaned to other areas.

Conference/Meeting Budget: Annually, funding shall be made available to attend conferences/meetings within constraints of available resources.

Section: STAFF

Effective Date: May 21, 1997, (Rev. 02/15/06)

STAFF DEVELOPMENT/CONFERENCE-TRAVEL POLICY continued

Eligibility to Attend: Any staff member is eligible to attend conferences, etc., without expenses paid. For expenses to be considered to be paid by the library, the conference or meeting must be directly related to the staff member's position or professional responsibilities.

American Library Association: Professional and supervisory staff who are personal members of ALA are eligible to attend the ALA Annual Conference and other national conferences sponsored by divisions of ALA. Staff who are office holders/committee members or hold other appointments in ALA are also eligible to attend Midwinter Meeting.

Public Library Association: Professional and supervisory staff who are personal members of PLA are eligible to attend PLA and other PLA sponsored events.

Kansas Library Association: Within the confines of guidelines set down under Conference/Meeting Leave Time, any staff member who is a personal member of the Kansas Library Association is eligible to attend the annual conference and other conferences sponsored by KLA. Non-members of KLA may be extended the opportunity to attend the conference when it takes place in Kansas City.

Paid Expenses: It is the intent of the board of directors to pay expenses for each eligible staff member insofar as funding permits. Expenses to be covered may include transportation, registration, lodging and meals. Mileage for personal vehicle use will be paid at a rate determined by the library administration. A per diem meal fund will be allowed as determined by the director.

Administrative: As with any policy, situations may arise which have not been addressed in this policy. Should the amount of requests received in one area exceed the library's ability to honor all conference leave requests, it will fall upon the library director to determine how these funds will be allocated. Factors such as conference time previously taken, the effect on staffing levels, supervisory recommendations, etc. will be taken into consideration when such occasion occurs.

Section: STAFF

Effective Date: May 21, 1997, (Rev. 12/19/2001), (Revised 02/15/06)

STAFF DEVELOPMENT/CONFERENCE-TRAVEL POLICY continued

Conference Leave Request: Staff members desiring to attend a conference, workshop or meeting must fill out a "Request to Attend Conference/Meeting" form. This form should be routed first to the employee's supervisor for approval; the supervisor will forward the form to the director for final approval and funding determination.

Upon returning from the meeting, the staff member must do the following:

1. **Travel Expense Report:** This form should be completed by the employee and filed with the administrative assistant within two weeks of the employees return. Receipts should accompany this form whenever possible.
2. **Conference Report:** Upon his/her return, the employee should report to his/her supervisor about the conference. In addition, the staff member should be prepared to report orally and/or conduct an in-service training session if so requested by the supervisor.

CONFERENCE LEAVE BENEFITS SUMMARY

Employment Level	Full-time	3/4 Time	1/2 Time	Days
Annual Conference Leave Benefits	80 hours	60 hours	40 hours	10

REIMBURSEMENT OF EXPENSES

Requests for reimbursements of expenses paid or incurred on behalf of the library must be made in writing with a brief explanation of the expense and the receipt. For mileage reimbursement, a travel expense report should be prepared with the business miles and purpose noted. These requests should be submitted within two weeks of the occurrence. Absolutely no expense will be reimbursed that is more than 100 days old.

Section: STAFF

Effective Date: August 21, 2002, (Rev. 11/20/02), (Revised 05/19/04), (Rev. 8/15/07)

DAILY COMMUTE

If a staff member returns to the library to work additional hours after working earlier that day, commuting time to the library and the return trip home are not counted as work hours. Exact hours worked should be accounted for; however, additional commuting time is not included.

BUSINESS TRAVEL - Day Trips

If a staff member attends a meeting away from the library but within normal working hours, travel time is counted as part of hours worked that day.

BUSINESS TRAVEL - Overnight

When traveling for business, whether using public transportation or personal transportation, hours spent traveling outside of regular work hours worked is not compensated.

RETURNED CHECKS

The Olathe Public Library will assess a \$25.00 fee for all returned checks from library staff members. The Olathe Public Library will require the staff member to remit payment for the original amount of the check and the \$25.00 returned check fee within 14 days of notification. Failure to comply will result in disciplinary action up to and including termination.

LOST CHECKS FOR REIMBURSEMENT OF EXPENSES

The Olathe Public Library will assess a \$25.00 stop payment fee for all lost checks for reimbursement of expenses. This fee will be deducted from the amount of the replacement check.

LOST PAYROLL/CAFETERIA PLAN CHECKS

The Olathe Public Library will assess a \$25.00 stop payment fee for all lost payroll/cafeteria plan checks. The Olathe Public Library will require the staff member to remit payment for the stop payment fee within 14 days of notification. Failure to comply will result in disciplinary action up to and including termination.

Section: STAFF

Effective Date: May 21, 1997, (Rev. 02/15/06)

HONORARIUM

Staff members who are requested to speak or to appear on a program are encouraged to do so. If the preparation and attendance at the meeting is done on library time, any honorarium offered will be treated as a gift to the library. However, if the preparation and attendance is done on the employee's own time, the employee may accept an honorarium as payment for the service. In this case the employee is, in effect, acting as a paid speaker/consultant on a private basis.

PARKING

Library staff should park their vehicles on the far side of the parking area in the last row away from the building to allow library users' closest access to the library.

PERSONAL BOOK ORDERS

The library offers individual staff members the benefit of ordering library materials for their personal collection at the same discount rate that the library receives. A staff member who places an order is financially responsible for the order and must pay the library at the time the order is picked up.

LIBRARY EQUIPMENT USE BY STAFF

Library staff may use standard library office equipment for their personal use when not on library time. Staff members should make their area supervisor aware they intend to do so.

Supervisors are responsible for seeing that personal book orders and office equipment privileges are not abused.

Section: STAFF

Effective Date: July 20, 2005

PROFESSIONAL PRESENTATIONS

The Olathe Public Library encourages staff to make presentations at professional library organizations and conduct workshops for library workers, especially those sponsored by organizations such as Kansas Library Association, Kansas City Metropolitan Library and Information Network and other local and regional library organizations. Staff will be compensated for time spent preparing, during the course of a regular workday, and for time spent presenting to professional organizations. In addition, the library will pay for a reasonable number of brochures and mileage. The library will also provide portable equipment, if it is available.

Although Olathe Public Library will make every effort to allow staff to make such presentations, library activities and service to customers must take precedence over such activities in cases of scheduling conflicts.

A staff member must first obtain permission from his or her supervisor and the library director, using the Request to Make a Presentation form, before committing to any outside organization [to make a professional presentation].

Presentations and workshops made in the course of the regular day will not be counted as conference leave. Presentations and workshops lasting more than one day, including travel time, will be considered as conference leave. Conference leave policy and benefits are summarized in the Personnel Manual. For information on honoraria for professional presentations, consult the section "Honorarium" of the Personnel Manual.

Section: COMMUNICATIONS

Effective Date: May 21, 1997, (Rev. 11/20/02)

TELEPHONE ETIQUETTE

The general spirit of staff service should apply to library phone service. Phone greetings as designated for the appropriate areas should be observed. Put a smile into your voice when answering and talking on the phone. Be courteous, and considerate, as the customer will judge you and the library by the tone of your voice and your attitude.

If a customer requests information that will take considerable time to locate, ask if you may return the call. Be sure to get their name and the correct information to call him or her back. Never fail to return a call. When returning a call, identify the library; give your name and the purpose of the call.

LONG DISTANCE PHONE CALLS/PRIVATE PHONE CALLS

Private use of the library phone and personal cell phones during library work hours should be limited by employees. Private long distance calls should not be placed unless absolutely necessary, and then only with the use of the employee's personal credit card. Personal long distance calls may not be charged to the library. Use of personal cell phones is restricted to nonpublic areas of the library.

LIBRARY SECURITY CAMERAS

The library utilizes security cameras on its premises. The security cameras will be operated in compliance with the Security Camera Policy set forth in the Administrative Policy Manual. You may review a copy of the Administrative Policy Manual by requesting a copy from your supervisor.

Section: COMMUNICATIONS

Effective Date: May 21, 1997

VOICE MAIL, ELECTRONIC MAIL AND OTHER INFORMATION SYSTEMS

Only staff issued a password or mailbox is entitled to use the library's voice mail or e-mail. Voice mail, electronic mail and other information systems of the library are for library business only.

Voicemail, electronic mail and other information systems of the library are not to be used in a way that may be disruptive, offensive to others, or harmful to morale.

The following prohibitions apply:

1. No display or transmission of sexually explicit images, messages, or cartoons, or communications that contain ethnic or gender slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. Violation of this prohibition will result in appropriate disciplinary action.
2. No solicitation or proselytizing of others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. All messages and files are library records.

The library reserves the right to access and disclose all computer files and all messages sent over its voicemail or electronic mail system. Library management reserves the right to enter an employee's voice mailbox and/or e-mail files. (Administrative Policy Manual: Document 60-006-00)

REMOTE EMAIL ACCESS

Effective Date: June 20, 2013

This policy applies to Olathe Public Library employees requesting remote access to the library's system.

Nonexempt employees may only have access with approval by agreement with the department head and Human Resources and will not be paid overtime for accessing email remotely.

Following are provisions of this policy:

- It is the responsibility of library employees with remote access privileges to maintain appropriate levels of security and confidentiality of library resources.
- The employee is responsible for taking steps to prevent unauthorized uses and bears responsibility for the consequences should access to the email system be misused.
- Remote use of the library's email system is subject to compliance with the existing email/internet usage policy. Library email is to be used only to conduct library business.
- Email and/or network communication is not considered time worked and is provided for convenience to employees. Employees are not required to check their email on their days off or while on vacation.
- Nonexempt employee time spent accessing library resources via remote connection must be incidental and is therefore not subject to FLSA overtime. Any non-incidental access by nonexempt employees is not authorized by the library.

Requirements:

- Personally owned devices are preferred for security reasons.
- At no time should any library employee provide his or her login or email password to anyone else, not even family members.
- All personal devices used for remote access to email must use the most updated and vendor supported anti-virus software, Operating System and browsers.
- Firewalls provided with operating systems should be enabled and properly configured to minimize security risks.
- Individuals who wish to implement non-standard remote access solutions to the library production network must obtain prior approval from Information Technology.

Enforcement:

Any employee found to have violated this policy will have his/her remote access immediately disabled and may be subject to disciplinary action, up to and including termination of employment.

Section: EMPLOYMENT

Effective Date: May 21, 1997, (Rev. 11/20/02), (Rev. 02/19/03), (Rev.01/19/05), (Rev. 6/15/2005)

TRAINING

Department supervisors are responsible for ensuring new employees receive adequate training by appropriate staff members. During the first three months of employment, those working twenty or more hours per week are not eligible for vacation or sick leave, which will accumulate during this time. Employees may request time off or use sick leave after their initial three months of employment. Supervisors or assigned staff member will meet with new employees on a monthly basis for the first four months of employment to provide feedback to the new employee on their performance.

At any time during employment, an employee may be notified of disciplinary action depending upon his/her ability to perform the job as required by the department supervisor and the library or at management's discretion.

PERFORMANCE EVALUATION/JOB REVIEW

All employees may expect at least one annual performance evaluation and job review.

Employees in good standing (meets or exceeds rating on their performance evaluation) will receive a merit increase at the beginning of the New Year. Employees promoted or hired after January 1 and before August 1 will be eligible for a merit increase. Employees promoted or hired on or after August 1 will become eligible for a merit increase the year after their first full year in a promoted or new position.

PERFORMANCE EVALUATION/JOB REVIEW/MERIT INCREASES

Employees who have reached the maximum point on the salary classification schedule in the previous year are eligible for a single merit payout based on a meets or exceeds standard rating on their annual evaluation. Merit payouts will take place in June and be based on a percentage of one's salary. (ES=4%; MS=2%).

Section: EMPLOYMENT

Effective Date: April 19, 1995, (Rev. 5/21/97)

OUTSIDE EMPLOYMENT

No outside employment shall conflict with the employee's work schedule or ability to adequately perform his/her job.

EMPLOYMENT POLICY FOR 15 YEAR OLDS

Any employee hired by the Olathe Public Library at 15 years of age is required to meet the following work schedule guidelines.

15 year-old minors may not be employed:

1. **During school hours** except as provided in Work Experience and Career Employment Programs.
2. **Before 7:00 a.m. or after 7:00 p.m.**, except 9:00 P.M. from June 1 through Labor Day (time depends on local standards).
3. **More than 3 hours a day** - on school days.
4. **More than 18 hours a week** - in school weeks.
5. **More than 8 hours a day** - on non-school days.
6. **More than 40 hours a week** - in non-school weeks.
7. **Without a work permit** unless enrolled in school. (Administrative Policy Manual: Document 60-001-01)

Section: EMPLOYMENT

Effective Date: May 21, 1997, (Revised 10/20/99), (Rev. 09/19/01), (Revised 07/21/04)

EMPLOYMENT OF RELATIVES

Employment of relatives is allowed with the following restrictions:

1. Relatives cannot be employed in supervisory-subordinate relationship or any other reporting relationship, which may negatively impact the morale or performance within the library system.
2. Relatives cannot be employed in the same department.
3. Relatives of Olathe Public Library Board Members.

The term “relatives” is defined as parents, spouse, children, siblings, aunts, uncles, grandparents, grandchildren or any in-law of the above.

DISCIPLINARY ACTION

The primary objective of the disciplinary program of the library is to return the employee to the status of a satisfactory employee. The procedures for disciplinary action contain the following steps:

1. **Verbal Counseling:** The individual should be told in private about the problem. This discussion should be noted for the personnel file.
2. **Written Warning:** This should state incident, date and should end with a warning that any further unacceptable conduct can result in disciplinary probation.
3. **Disciplinary Probation:** This should be in writing and should indicate consideration for discharge will follow if the situation does not improve by a specific date.

If the employee does not successfully complete the disciplinary probation or if subsequent similar problems occur, the employee will be subject to consideration for job dismissal.

The progressive disciplinary measures may be dispensed with at the library director's discretion.

Section: EMPLOYMENT

Effective Date: September 19, 2001

CHANGE IN JOB STATUS*Involuntary Demotion*

When an employee is moved to a position with a lower salary range than his/her current position due to inability to satisfactorily perform the essential functions of the job or for disciplinary reasons, the salary of the affected employee may be decreased. No demotion shall be made as a disciplinary action unless the employee to be demoted is able to perform all of the essential functions of the position in the lower class.

Notification of an involuntary demotion will be in writing and will include the reason(s) for the demotion, when the demotion will take place and any other terms the employee must meet. This notification will be placed in the employee's personnel file and will not be removed. This notification will be made at least 15 calendar days before the demotion takes effect.

Employees who are involuntarily demoted will not be eligible for a salary increase or promotion for a period of 1 year from the time of the demotion.

Voluntary Demotion

When an employee is moved to a position with a lower salary range than his/her current position for reasons other than disciplinary, the salary of the affected employee may be decreased.

Employees who are voluntarily demoted are eligible for a salary increase or for immediate promotion to a position other than the one he/she was demoted from if qualifications are met. A voluntary demotion is in no way a result of disciplinary action.

Demotions Due to Reorganization or Reclassification

Employees may also be demoted due to reorganization and/or reclassification of positions at the discretion of the library director. Employees' salaries will be determined by their placement in reorganized and/or reclassified schedules.

Section: TERMINATION

Effective Date: May 21, 1997, (Rev. 09/18/01), (Rev. 01/18/06)

JOB DISMISSAL

An employee who refuses or is unable to improve will be considered for job dismissal for poor work performance. An employee who fails to appear at work for three consecutive days that he or she is scheduled to work without providing prior notification to his or her supervisor may be immediately considered for job dismissal. An employee who is being considered for job dismissal will be notified of the same in writing by his or her supervisor via hand delivery or Certified U.S. Mail.

An employee being considered for job dismissal for poor work performance will be suspended with pay for seven (7) calendar days following the issuance of the notice stating the same. An employee being considered for job dismissal for poor work performance will have seven (7) calendar days from the date of the notice to contact his or her supervisor in writing to request a meeting to discuss the reasons for the consideration of dismissal. The supervisor shall allow the employee a reasonable amount of time and opportunity to present his or her views at this meeting. Within five (5) calendar days of any such meeting, the supervisor shall provide the employee with written notification of the supervisor's decision via hand delivery or Certified U.S. Mail. If the employee being considered for job dismissal for poor work performance does not request a meeting, the job dismissal shall become final within seven (7) calendar days of the first notice. An employee being considered for job dismissal for poor work performance will be suspended with pay. During a period of suspension, an hourly employee's pay will be paid on a pro rata basis based upon the average number of hours that the suspended hourly employee worked over the four weeks prior to his or her suspension.

An employee being considered for job dismissal for failure to appear at work for three consecutive days will not be granted a period of suspension, paid or unpaid, and will not be entitled to schedule a meeting with his or her supervisor. However, such an employee may utilize the procedures listed below.

Section: TERMINATION

Effective Date: May 21, 1997, (Rev. 09/18/01), (Rev. 01/18/06)

JOB DISMISSAL continued

The supervisor shall provide any employee whose employment is being terminated with written notice of the same via hand delivery or by Certified U.S. Mail. In the event the employee chooses to contest the supervisor's decision, the following procedure shall apply:

1. The employee shall, within ten (10) calendar days following receipt of the notification of job dismissal, make a formal written request to the library director for review of the job dismissal decision.
2. Director shall make a written reply to the employee's request within seven (7) calendar days.
3. If the decision of the library director is unacceptable to the employee, then within ten (10) calendar days, the employee may make a formal written request to the library board for a review of the job dismissal decision.
4. The library board shall review the job dismissal decision within thirty (30) calendar days from the employee's request. This request shall consist of a hearing before the entire library board. The employee shall have the opportunity to be present at this hearing and present witnesses and evidence on his or her behalf. The employee's supervisor may also be present and has the opportunity to present witnesses and evidence in support of the job dismissal decision.
5. The library board shall give the employee its written answer within ten (10) calendar days from the date of hearing. The library board's decision shall be final and binding.

Whenever the library or employee has the right or is required to do some act within a prescribed period of time after receipt of a notification, and the notification is sent by mail, three (3) working days shall be added to the prescribed period which shall run from the date appearing on the notification.

An employee whose employment with the library is terminated for any reason is entitled to accrued but unused vacation time. Library staff whose employment with the library is terminated for any reason is not entitled to compensation for accrued but unused sick leave.

Section: TERMINATION

Effective Date: May 21, 1997, (Rev. 09/19/01), (Rev. 02/20/02)

GRIEVANCE PROCEDURE

Employees have the right to present a grievance concerning interpretation of personnel rules, working conditions, relationships with co-workers and supervisors, or application of the equal opportunity laws. The following method is provided to ensure rapid and fair hearing of a grievance.

1. The grievance should be discussed with the employee's immediate supervisor first. This must be done no later than fourteen (14) working days after the occurrence of the action or incident. The supervisor will answer the grievance in writing within ten (10) working days.
2. If the grievance has not been settled, the employee may present the grievance in writing to the library director within five (5) working days after receiving an answer from the immediate supervisor. The employee will receive a written reply within five (5) working days from the library director.

RESIGNATION

The library requests one month's notice of resignation from exempt staff and two week's notice from all other employees. All resignations shall be in writing, and given to the supervisor. In extenuating circumstances, and at the discretion of the director, less than the time notification stipulated above shall be sufficient for the employee to remain in good standing for future employment or reference purposes.

In addition, the employee's supervisor will conduct an exit interview with the employee during which time the "Resignation" form will be completed by the employee for his permanent file. The final paycheck will be issued to the employee on the next regularly scheduled pay day.

Section: LEAVE

Effective Date: May 21, 1997, (Rev. 02/20/02)

REQUEST FOR LEAVE – PROFESSIONAL/MANAGERIAL (Exempt), FULL-TIME, AND PART-TIME

After three months of employment, employees who work twenty hours or more per week may use leave benefits. In order to use leave earned, it is the responsibility of the employee in cooperation with his/her supervisor to work out a leave plan.

Vacation Leave: This leave requires advance planning with the supervisor, which is initiated by the employee filling out a request for leave form. Individual areas within the library differ in the amount of notice needed to accommodate the service schedule. Usual advance notice should be considered from at least one month to two weeks. Supervisors may grant the request or work out an alternative plan with the employee. It should be noted that while supervisors will attempt to honor leave requests of employees, adequate staffing for the service schedule is the first priority of the supervisors.

Sick Leave: Usually, advance planning for leave of this type is not possible. The employee notifies the supervisor as soon as possible (preferably before the scheduled hours of work), that he/she cannot report to work as scheduled. At this time the conditions which have created the need to be absent will be explained. In the event that the employee cannot report directly to the supervisor, a responsible messenger should contact the supervisor.

The employee should continue to communicate with the supervisor to advise of a continued need to be absent on leave status. An absentee report must be filled out when the employee returns to work. If the employee's leave is used up by the absence, the employee and supervisor will make arrangements to cover the period absent with other leave available.

Section: LEAVE

Effective Date: May 21, 1997

REQUEST FOR LEAVE - HOURLY EMPLOYEES

Work schedules of hourly employees are agreed upon between the employee and department supervisor at the time of employment. Hourly employees will be expected to work that schedule. Most departments schedule on a monthly basis.

Because request for last minute changes can cause an inconvenience for others in the department and a breakdown in library service, hourly employee must make a request for schedule changes at least two weeks in advance. Changes in the schedule cannot be guaranteed. Requests for schedule changes should be rare and only made for very special reasons. Extracurricular school activities may not be considered emergency situations requiring a last minute schedule change.

Hourly employees granted time off generally will not have the opportunity to make up the hours missed. However, there may be situations where the supervisor will require that the hourly employee make up the time missed.

Requests for more than two weeks leave during the summer may not be possible in order to keep the library adequately staffed. Additionally, students cannot be guaranteed time-off for school holidays. The library will attempt to accommodate students vacationing with their parents when possible; however, just as with any business, the library's first responsibility is to keep the library adequately staffed to serve the community

Section: LEAVE

Effective Date: May 21, 1997, (Rev. 01/16/02)

VACATION LEAVE

Library personnel shall be granted vacation leave accumulated on a monthly basis according to the following schedules:

VACATION LEAVE - PROFESSIONAL/MANAGERIAL (EXEMPT)

Year of Service	Full-time 8 hour days	3/4-Time 6 hour days	1/2-Time 4 hour days
1	12 days/year	12 days/year	12 days/year
	96 hours	72 hours	48 hours
	8 hours/month	6 hours/month	4 hours/month
2	15 days/year	15 days/year	15 days/year
	120 hours	90 hours	60 hours
	10 hours/month	7 1/2 hours/month	5 hours/month
3	15 days/year	15 days/year	15 days/year
	120 hours	90 hours	60 hours
	10 hours/month	7 1/2 hours/month	5 hours/month
4 or more	20 days/year	20 days/year	20 days/year
	160 hours	120 hours	80 hours
	13 1/3 hours/month	10 hours/month	6 2/3 hours/month

All exempt personnel are encouraged to take at least one (1) continuous week (5 working days) of vacation during the calendar year.

Maximum hours of accumulated leave are 40 days times number of hours worked/day (320 hours = 40 days x 8 hours; 240 hours = 40 days x 6 hours; 160 hours = 40 days x 4 hours).

Section: LEAVE

Effective Date: May 21, 1997 (Revised December 15, 2010)

VACATION LEAVE - FULL-TIME AND PART-TIME

Year of Service	Full-time 8 hour days	3/4-Time 6 hour days	1/2-Time 4 hour days
1	10 days/year	10 days/year	10 days/year
	80 hours	60 hours	40 hours
	6 2/3 hours/month	5 hours/month	3 1/3 hours/month
2	12 days/year	12 days/year	12 days/year
	96 hours	72 hours	48 hours
	8 hours/month	6 hours/month	4 hours/month
3	12 days/year	12 days/year	12 days/year
	96 hours	72 hours	48 hours
	8 hours/month	6 hours/month	4 hours/month
4 or more	15 days/year	15 days/year	15 days/year
	120 hours	90 hours	60 hours
	10 hours/month	7 1/2 hours/month	5 hours/month

Part-time 20-29 hours per week is calculated on an average of a four hour work day; 30-39 hours per week on an average 6-hour work day.

Maximum hours of accumulated leave are 30 days times number of hours worked/day (240 hours = 30 days x 8 hours; 180 hours = 30 days x 6 hours; 120 hours = 30 days x 4 hours).

Section: LEAVE

Effective Date: May 21, 1997, (Revised 8/19/98), (Rev. 07/17/01), (Rev. 11/16/05), (Rev. 01/18/06) (Rev. 10/21/09)

VACATION LEAVE - ACCUMULATION

<u>HOURS WORKED PER WEEK</u>	<u>PROPORTIONAL VACATION ACCUMULATION</u>
40 hours per week	full benefits
30 - 39 hours per week	3/4 benefits
20 - 29 hours per week	1/2 benefits
Less than 20 hours per week	no benefits

All vacations are tabulated from the employment anniversary date and are calculated monthly. No personnel may accrue more than thirty (30) vacation days during their time of employment. Once the maximum number of vacation days is accrued, no additional days may be accumulated until the total falls below thirty (30) days. Vacation leave may be accrued but not taken during the first three months of employment at the library.

Library staff who moves from a full or $\frac{3}{4}$ time position to a $\frac{3}{4}$ time or $\frac{1}{2}$ time position will have a grace period during which they will maintain their existing accrued leave. Once their existing accrued leave is exhausted, the employee will then accrue vacation time as detailed in the policy above.

For example, an employee who originally was hired to work full-time (with a maximum 240 hours of vacation time) who decided to work part-time (with a maximum 120 hours of vacation time) may have accrued 210 hours of vacation time. Upon his work schedule change date, the maximum vacation time he may accrue is 120 hours. However, he will be allowed to utilize his 210 hours of previously accrued vacation time (grace period). Once his vacation leave is less than 120 hours, any additional leave he accrues will be subject to the 120 hour maximum.

Library staff who changes from a part-time (twenty hours or more) to a full-time position or from a full-time to a professional/managerial (exempt) position or from a full-time to a part-time position will maintain their current year(s) of service. Years of service will accumulate from original hire date. (Retroactive to January 1, 1998).

Library staff who changes from a part-time, full-time or professional/managerial (exempt) position to an hourly position and are later reinstated to a part-time, full-time or professional/managerial (exempt) position will receive credit for year(s) of service for any time served while employed in a part-time, full-time or professional/managerial (exempt) position.

Library staff who changes from a part-time, full-time or professional/managerial (exempt) position to an hourly position will receive pay for any remaining vacation on their next paycheck.

Staff who resign will receive pay for any remaining vacation leave on their last paycheck. Further, library staff whose employment with the library is terminated for any reason are entitled to compensation for accrued but unused vacation time.

Section: LEAVE

Effective Date: May 21, 1997, (Rev. 08/19/98), (Rev. 07/17/01)

SICK LEAVE

All professional/managerial (exempt), full-time and part-time staff may earn and accrue sick leave. Sick leave is accrued at the rate of one work day per month not to exceed 120 days. Sick leave may be accrued while on vacation or sick leave.

SICK LEAVE - ACCUMULATION

Full-time	Part-time	Part-time
40 hours	30 - 39 hours	20 - 29 hours
8 hour work day	6 hour work day	4 hour work day
1 day/month	1 day/month	1 day/month
8 hours/month	6 hours/month	4 hours/month
96 hours/year	72 hours/year	48 hours/year
960 maximum hours	720 maximum hours	480 maximum hours

All sick leave is lost at time of termination of employment or when an employee changes from full-time or part-time status to an hourly status. Overtime worked will not be cause to increase sick leave benefits. Sick leave may be taken by employees for illness within their immediate family.

Hourly employees will not be paid for time missed from work due to illness. Generally, hourly employees will not have the opportunity to make up these hours at a later date.

It is understood that an employee's supervisor may ask for a physician's documentation of cause for any sick leave taken.

Section: LEAVE

Effective Date: May 21, 1997, (Rev. 11/20/02)

FAMILY MEDICAL LEAVE: MATERNITY/PATERNITY, AILING FAMILY MEMBER OR EMPLOYEE ILLNESS

All eligible employees, male and female, are entitled to a total of 12 weeks (60 days) of job protected leave during any 12 month period for one or more of the following reasons:

1. Birth of a child
2. Adopting a child or placing a child for adoption
3. Caring for a spouse, child or parent with a serious health condition
4. Serious health condition of the employee

A serious health condition is defined as an inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The director may require an employee to provide a doctor's certification of the serious health condition.

In order for employees to be eligible for this benefit, they must have worked at least twelve (12) months and a minimum of 1040 hours in the last 12 months (an average of 20 scheduled hours per week).

When an employee is absent from work due to any of the reasons outlined above for seven (7) calendar days, the employee will be required to begin using Family Medical Leave concurrent with any accrued paid leave (both sick and vacation). Utilization of Family Medical Leave will begin from the first day the employee is absent.

If the employee has accumulated paid leave for less than 12 weeks (60 days), he/she may take the rest as unpaid leave to supplement the paid leave. If additional time is needed, an employee may request a leave of absence. (See Leave of Absence)

Section: LEAVE

Effective Date: May 21, 1997, (Rev. 11/20/02)

FAMILY MEDICAL LEAVE: MATERNITY/PATERNITY, AILING FAMILY MEMBER OR EMPLOYEE ILLNESS continued

Employees are required to give 30 day notice for foreseeable leave due to medical treatment, childbirth or adoption. In cases where the employee has a need for a reduced work schedule, the employee and his/her supervisor must agree in advance on such schedule changes.

Health benefits for the employee will continue, if applicable, during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any. If the employee chooses not to return to work for any reason other than a continued serious health condition, the library may reserve the right to recover from the employee premiums that the library paid during any period of unpaid leave for the employee's health coverage during this leave period.

An employee who has been granted leave pursuant to this policy will be restored to his/her former position, or, at the discretion of the library, to another position for which he/she is qualified at the same rank and pay. Seniority will be maintained unbroken by the period of such leave.

MEDICAL APPOINTMENTS

Staff will use sick leave time for medical appointments during scheduled work time.

SICK LEAVE BENEFITS SUMMARY

Employment Level	Earned Monthly	Earned Yearly	120 Day Maximum
Full-time	8 hour work day	96 hours/year	960 maximum hours
Three-fourth time	6 hour work day	72 hours/year	720 maximum hours
Part-time	4 hour work day	48 hours/year	480 maximum hours

Section: LEAVE

Effective Date: May 21, 1997, (Revised 07/19/00)

CITIZENSHIP LEAVE

Employees shall be granted leave with pay for jury duty, voting, when subpoenaed as a witness for the city or witness for a criminal case, and when securing naturalization papers. Service checks received for jury duty should be endorsed over to the library. Employees are encouraged to vote before or after their scheduled hours on Election Day. In cases of extreme hardship, an employee may request leave time to vote. This leave should be requested from the staff member's supervisor as early as possible or at least one day in advance.

LEAVE OF ABSENCE

At the discretion of the library director, an employee may be granted an extended leave of absence without pay. Request for such leave must be in writing and go through the employee's immediate supervisor. Only extreme circumstances will be cause to request or grant such leave. If such leave is granted, an employee will not earn benefits he/she would normally be entitled to during the leave period. Conditions for the employee's status upon returning to work will be subject to the discretion of the library director.

RELIGIOUS OBSERVANCES

For members of religious groups which have observances of days other than legal holidays observed by the library, the supervisor may, upon request, arrange the work schedule so that the employee may be absent using vacation leave. At least one month's advance notice should be provided the supervisor by the employee when requesting leave for a religious observance that is not a library holiday.

LOST TIME

Lost time is approved leave time for an employee by a supervisor when accumulated vacation leave has been used by the employee. Lost time is taken without pay and must be approved by the employee's supervisor. Lost time is meant to encourage retention of an employee with a good work record who has a special problem which he/she is not able to meet within the limits of time already earned. Vacation time will be used first by the employee. An employee may ask his/her supervisor to grant lost time after all vacation time has been redeemed. Employees should remember that job benefits are based on working at least twenty hours per week. Use of lost time may impact, and thus negate benefits.

Section: LEAVE

Effective Date: May 21, 1997 (Rev. 02/18/98) (Rev 01/01/2012)

COMPASSIONATE LEAVE

All full-time and part-time employees may be granted compassionate leave with pay in case of the death, serious illness or serious injury of members of the employee's immediate family or for those individuals whom the employee has assumed legal responsibility. If an employee wishes to take time off due to the death of a family member, the employee should notify his/her supervisor immediately.

All full-time and part-time employees may be granted up to 5 days of compassionate leave for the death of their spouse, parent or child; and up to 3 days will be provided for other family members (listed below).

Compassionate leave is calculated based on the employee status. Full time employees (40 hours per week) will receive credit for 8 hours each day; $\frac{3}{4}$ time employees (30-39 hours per week) will receive pay for 6 hours each day; and $\frac{1}{2}$ time employees (20-29 hours per week) will receive pay for 4 hours each day.

“Other family members” is defined as follows:

- Child’s Spouse
- Spouse’s Parents
- Stepparents
- Stepchildren
- Siblings
- Aunts, Uncles
- Grandparents
- Stepgrandparents
- Grandchildren
- Stepgrandchildren

Funerals for others may be considered for compassionate leave by the Director.

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